

6 March 2000

**Personnel: General**  
**ANTITOBACCO AND CONTROLLING SMOKING POLICY**

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**Summary.** This memorandum prescribes policy for antitobacco and controlling smoking.

**Applicability.** This memorandum applies to all personnel assigned to Fort Monroe, tenant activities, contractors, and visitors.

**Suggested improvements.** The proponent of this memorandum is the Post Administrative Officer. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through Civilian Personnel Advisory Center, ATTN: ATZG-CP, to Commander, Fort Monroe, ATTN: ATZG-AO, Fort Monroe, VA 23651-1054. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This memorandum is also available on the Fort Monroe Homepage at <http://www.tradoc.monroe.army.mil>.

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**1-1. Purpose.** This memorandum prescribes policy for antitobacco and controlling smoking.

**1-2. References.** Related publications are:

- a. DOD Instruction 1010.15-I, Smoke-Free Workplace.
- b. AR 600-63, Army Health Program.

**1-3. Responsibilities.** All personnel assigned to Fort Monroe will comply with the provisions of this memorandum.

## Fort Monroe Memorandum 600-3

### 1-4. Policy.

a. Effective 1 January 1995, Department of the Army (DA) and Fort Monroe policy prohibits smoking of tobacco products in all DA-occupied workplaces. Workplace includes any area inside a building or facility of which DA has custody and control where work is performed by military personnel, civilians, or persons under contract to the Department of Defense.

b. Supervisors will designate outdoor smoking areas, when possible, which are reasonably accessible to employees and provide a measure of protection from the element. Smoke-break areas shall be only outdoors and at least 50 feet from common points of ingress and/or egress into the workplace. Indoor designated smoking areas; e.g., hallways, stairways, restrooms, telephone booths, and private offices are prohibited.

c. Failure to comply with the prescribed policy subjects soldiers, civilians, contractor personnel, and others to appropriate action to ensure compliance with prescribed policy.

FOR THE COMMANDER:

/signed/  
JANICE C. KELLIHAN  
Post Administrative Officer

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